Financial Statements of

WINDSOR-ESSEX COUNTY HEALTH UNIT

Year ended December 31, 2018

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of the Windsor-Essex County Health Unit ("Health Unit") are the responsibility of the Health Unit's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Health Unit's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board of Health is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board of Health carries out their responsibility for review of the financial statement principally through the Audit Committee. The members of the Audit Committee are not officers or employees of the Health Unit. The Audit Committee meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to recommending approval of the financial statements to the Board of Health. The external auditors have full access to the Áudit Committee with and without the presence of management.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Corporation of the City of Windsor. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Health Unit's financial statements.

Theresa Marentette

Chief Executive Officer

Lorie Greaa

Director of Corporate Services



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INDEPENDENT AUDITORS' REPORT

To the Directors of Windsor-Essex County Health Unit

Opinion

We have audited the financial statements of Windsor-Essex County Health Unit (the Health Unit), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations and accumulated deficit for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Health Unit as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Health Unit in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Health Unit's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Health Unit or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Health Unit's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

 Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Health Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Health Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Health Unit's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other
 matters, the planned scope and timing of the audit and significant audit findings,
 including any significant deficiencies in internal control that we identify during our
 audit.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada July 18, 2019

KPMG LLP

Statement of Financial Position

December 31, 2018, with comparative information for 2017

		2018		2017
Financial Assets				
Financial assets: Cash and short-term investments (note 2)	\$	2,806,771	\$	2,054,149
Accounts receivable (note 3)	Ψ	393,239	Ψ	1,189,111
	\$	3,200,010	\$	3,243,260
Financial liabilities				
Financial liabilities:				
Due to Province of Ontario (note 4)	\$	242,716	\$	434,067
Due to Municipalities (note 5)		1,655,696		1,391,445
Due to community programs		70,060		53,165
Amounts held in trust (note 6)		60,043		43,142
Trade accounts payable		496,350		749,951
Accrued payroll and deductions		183,869		169,919
Deferred revenue (note 7)		264,775		132,589
Employee future benefit liabilities (note 8)		2,410,140		2,372,263
		5,383,649		5,346,541
Net debt		(2,183,639)		(2,103,281)
Non-financial assets				
Non-financial assets:				
Tangible capital assets (note 9)		817,572		979,281
Prepaid and other expenses		177,284		160,272
Trepaid and other expenses		994,856		1,139,553
Commitments and contingencies (notes 11, 12 a	nd 13)			
Accumulated deficit (note 10)	\$	(1,188,783)	\$	(963,728)

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

Statement of Operations and Accumulated Deficit

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Revenue		
Municipalities:		
City of Windsor	\$ 2,464,389	\$ 2,486,854
County of Essex	2,059,785	2,095,698
Township of Pelee	2,667	2,016
Other	74,557	
	4,601,398	4,584,568
Province of Ontario:		
Mandatory Health Programs	13,573,882	13,249,475
Other (schedule 1)	4,109,757	3,655,987
	17,683,639	16,905,462
Other:		
Miscellaneous	245,220	164,815
Sales of family planning supplies	21,007	22,728
Interest	20,951	2,308
Septic	4,751	4,558
	291,929	194,409
Total revenue	22,576,966	21,684,439
Expenses		
General programs (schedule 2)	18,722,016	18,518,025
Other (schedule 3)	4,080,005	3,591,109
Total expenses	22,802,021	22,109,134
Annual deficit	(225,055)	(424,695)
Accumulated deficit, beginning of year	(963,728)	(539,033)
Accumulated deficit, end of year	\$ (1,188,783)	\$ (963,728)

See accompanying notes to financial statements.

Statement of Changes in Net Debt

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Annual deficit	\$ (225,055)	\$ (424,695)
Acquisition of tangible capital assets	(153,887)	(197,409)
Amortization of tangible capital assets	315,596	471,827
Use of prepaid and other expenses	160,272	121,334
Acquisition of prepaid and other expenses	(177,284)	(160,272)
Change in net debt	(80,358)	(189,215)
Net debt, beginning of year	(2,103,281)	(1,914,066)
Net debt, end of year	\$ (2,183,639)	\$ (2,103,281)

See accompanying notes to financial statements.

Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual deficit	\$ (225,055)	\$ (424,695)
Items not involving cash:	,	,
Amortization	315,596	471,827
Change in employee future benefit liabilities	37,877	24,296
Change in non-cash assets and liabilities:		
Accounts receivable	795,872	(423,766)
Prepaid and other expenses	(17,012)	(38,938)
Due to Municipalities	264,251	561,872
Due to Province of Ontario	(191,351)	157,338
Due to community programs	16,895	(111,724)
Amounts held in trust	16,901	14,597
Trade accounts payable	(253,601)	(64,270)
Accrued payroll and deductions	13,950	22,177
Deferred revenue	132,186	10,369
Net change in cash from operating activities	906,509	199,083
Capital activities:		
Cash used to acquire tangible capital assets	(153,887)	(197,409)
Net change in cash from capital activities	(153,887)	(197,409)
Net change in cash	752,622	1,674
Cash and short-term investments, beginning of year	2,054,149	2,052,475
Cash and short-term investments, end of year	\$ 2,806,771	\$ 2,054,149

See accompanying notes to financial statements.

Notes to Financial Statements

Year ended December 31, 2018

The Windsor-Essex County Health Unit ("Health Unit") was established under the Health Protection and Promotion Act, R.S.O. 1990. The Health Unit is funded through grants from the Province of Ontario and required contributions from the municipalities of the Corporation of the City of Windsor ("City), the Corporation of the County of Essex ("County") and the Corporation of the Township of Pelee ("Pelee"). The Health Unit provides public health programs to keep the communities of Windsor- Essex County and Pelee healthy by promoting improved health, preventing disease and injury, controlling threats to human life and function and facilitating social conditions to ensure equal opportunity in attaining health for all.

1. Significant accounting policies:

The financial statements of the Windsor-Essex County Health Unit are prepared by management in accordance with the Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Health Unit are as follows:

(a) Basis of presentation:

The financial statements reflect the assets, liabilities, revenue and expenses of the Health Unit. The Health Unit is comprised of all programs funded by the Province of Ontario, through the Ministry of Health and Long-term Care, the City, County and Pelee. It also includes other programs that the Health Unit may offer from time to time with special grants and other sources of funding.

(b) Basis of accounting:

Revenue and expenses are reported on the accrual basis of accounting and reflected in the statement of operations and accumulated deficit.

The accrual basis of accounting recognizes revenue as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of services and the creation of a legal obligation to pay.

The Health Unit is funded by government transfers (grants and required contributions) from the Province of Ontario, the City, County and Pelee. Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made. Government transfers not

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(b) Basis of accounting (continued):

received at year end are recorded as accounts receivable due from the related funding organization in the statement of financial position.

Funding amounts in excess of actual expenditures incurred during the year are repayable and are reflected as liabilities due to the related funding organization in the statement of financial position.

(c) Cash and short-term investments:

Cash comprises cash on hand and balances with the financial institution with maturities of three months or less. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributed to acquisition, construction, development or betterment of the asset. Amortization is calculated on a straight-line basis over an asset's expected useful life for all classes. Residual values are assumed to be zero. Amortization will be taken at half rates in the year of acquisition.

Asset classification	Useful life (years)
Computer hardware	3
Furniture and fixtures	5
Telephone and security	5
Medical equipment	5
Vehicle	10
Leasehold improvements	term of lease

Assets under construction are not amortized until the asset is available for productive use.

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

- (e) Employee future benefits:
 - (i) Pension plan:

The Health Unit sponsors a pension plan for all employees who retire through Ontario Municipal Employees Retirement System ("OMERS"). OMERS is a multi-employer, contributory, defined benefit pension plan established in 1962 by the Province of Ontario for employees of municipalities, local boards and school boards in Ontario. Both participating employers and employees are required to make contributions based on participating employees' contributory earnings.

OMERS is a defined benefit plan. However, as OMERS does not segregate its pension assets and liabilities information by individual employer, there is not sufficient information to enable the Health Unit to account for the plan as a defined benefit plan. As such, OMERS is accounted for as a defined contribution pension plan. Obligations for contributions to this defined contribution pension plans are recorded as benefits expense in the statement of operations and accumulated deficit.

(ii) Employee future benefits, other than pension:

The Health Unit sponsors a defined benefit plan for certain health, dental and life insurance benefits on behalf all employees who retire from active service with unreduced OMERS pension. The Health Unit accrues its obligations under the defined benefit plans as employees render their services necessary to earn these benefits. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and incorporates management's best estimates with respect to mortality, termination rates, retirement age and expected inflation rate with respect to employee benefit costs.

Actuarial gains (losses) on the accrued benefit obligation arise from the differences between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. The excess actuarial gains (losses) are amortized over the average remaining service period of active employees, which is 14.3 years.

Gains and losses determined upon a plan settlement or curtailment are accounted for in the period of the settlement or curtailment in the statement of operations and accumulated deficit.

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

- (e) Employee future benefits (continued):
 - (ii) Employee future benefits, other than pension (continued):

Expenses associated with the defined benefits plan have been recognized as part of benefits expense on the statement of operations and accumulated deficit and the associated liability has been recognized as part of employee future benefit liabilities on the statement of financial position.

(iii) Accrued sick leave:

The Health Unit accrues its liability for unused sick leave which is payable to employees in accordance with their collective bargaining agreements. The cost of accrued sick leave is actuarially determined using the projected benefit method similar to employee future benefits, other than pension. Costs associated with unused sick leave are recognized as part of salaries on the statement of operations and accumulated deficit and the associated liability is recognized as part of employee future benefit liabilities on the statement of financial position.

(iv) Accrued vacation entitlements:

The Health Unit accrues its liability for accrued vacation entitlements as employees renders their services necessary to earn these benefits.

(f) Liability for contaminated sites:

The Health Unit recognizes a liability associated with the remediation of contaminated sites when a contamination exceeds an environmental standard, the Health Unit has direct or has accepted responsibility for the remediation and a reasonable estimate can be made of the costs to remediate.

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(g) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenue and expenses during the year. Significant assumptions include the valuation of accounts receivable, the valuation of employee future benefit obligations and certain other payroll related accruals. Actual results could differ from those estimates.

(h) Accounting changes:

Effective January 1, 2018, the Health Unit implemented the following accounting policy changes:

Canadian public sector accounting standards ("PSAS") 3210, Assets. PSAS 3210 provides guidance on the definition of assets and further expands upon the definition of assets as it relates to control. Furthermore, there are expanded disclosure requirements related to economic resources that are not recorded as assets to provide the users of the financial statements with better information about the types of resources available to the public sector entity.

PSAS 3320, *Contingent Assets*. PSAS 3320 provides guidance on disclosure of contingent assets in the financial statements of governments taking into consideration characteristics of the contingency.

PSAS 3380, Contractual Rights. PSAS 3380 is a disclosure standard which defines contractual rights to future assets and revenue and sets out the required disclosure.

PSAS 2200, Related Party Disclosures. This standard relates to related party disclosures and defines related parties. Related parties could be either an entity or an individual. Related parties exist when one party has the ability to control or has shared control over another party. Individuals that are key management personnel or close family members may also be related parties. Furthermore, this standard provides for certain disclosure requirements involving related party transactions.

The implementation of these accounting policy changes has had no impact on the annual financial statements of the Health Unit.

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(i) Future accounting changes:

Effective for fiscal period beginning on or after April 1, 2019, all governments will be required to adopt PSAS 1201, *Financial Statement Presentation*. PSAS 1201 establishes general reporting principles and standards for disclosure of financial information in government financial statements.

Effective for fiscal periods beginning on or after April 1, 2021, all governments will be required to adopt PSAS 2601, *Foreign Currency Translation* and PSAS 3450, *Financial Instruments*. PSAS 2601 establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements. PSAS 3450 establishes standards on how to account for and report all types of financial instruments including derivatives.

Effective for fiscal periods beginning on or after April 1, 2021, all governments will be required to adopt PSAS 2041, *Portfolio Investments*. PSAS 2041 establishes standards on how to account for and report portfolio investments in government financial statements.

Effective for fiscal periods beginning on or after April 1, 2022, all governments will be required to adopt PSAS 3400, *Revenue*. PSAS 3400 establishes standards on how to account for and report revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.

The Health Unit is currently in the process of evaluating the potential impact of adopting these standards.

Notes to Financial Statements (continued)

Year ended December 31, 2018

2. Cash and short-term investments:

Cash and short-term investments recognized on the statement of financial position are comprised of the following:

	2018	2017
Non-restricted funds Restricted funds:	\$ 2,564,501	\$ 1,829,942
Employee benefits Held in trust – prepaid leave program	182,227 60,043	181,065 43,142
	\$ 2,806,771	\$ 2,054,149

3. Accounts receivable:

Accounts receivable recognized on the statement of financial position are comprised of the following:

	2018	2017
Province of Ontario Commodity taxes receivable	\$ 221,683 130,894	\$ 620,946 79,668
Other	40,662 393,239	488,497 1,189,111
Less allowance for doubtful accounts	-	-
	\$ 393,239	\$ 1,189,111

Notes to Financial Statements (continued)

Year ended December 31, 2018

4. Due to the Province of Ontario:

The amount due to the Province of Ontario recognized on the statement of financial position resulting from the annual settlement process is comprised of the following:

	2018	2017
Current year settlement Prior year settlements	\$ 236,456 6,260	\$ 67,898 366,169
	\$ 242,716	\$ 434,067

During the period January 1, 2019 to March 31, 2019, \$23,033 was clawed back by the Province of Ontario on account of the current year settlement bringing the current year settlement to \$213,423.

5. Due to Municipalities:

The amount due to the participating municipalities, namely the City, County and Pelee, recognized on the statement of financial position, is comprised of the following:

	2018	2017
City of Windsor:		
Current year settlement	\$ 518,646	\$ 383,083
Prior year settlements	781,551	476,767
Repayment of prior year's settlements	(398,468)	(78,299)
	901,729	781,551
County of Essex:		
Current year settlement	433,495	322,827
Prior year settlements	609,247	352,405
Repayment of prior year's settlements	(286,420)	(65,985)
	756,322	609,247
Township of Pelee:		
Current year settlement	(2,666)	311
Prior year settlements	647	401
Repayment of prior year's settlements	(336)	(65)
	(2,355)	647
	\$ 1,655,696	\$ 1,391,445

Notes to Financial Statements (continued)

Year ended December 31, 2018

6. Amounts held in trust:

Certain employees of the Health Unit participate in a prepaid leave program. These programs are funded by the participating employees allowing the employee to spread four years' salary over a five-year period. This enables employees to take one year leave of absence following the four years of salary deferral. Amounts held in trust at December 31, 2018 of \$60,043 (2017 - \$43,142) are recognized as a liability on the statement of financial position.

7. Deferred revenue:

The Health Unit receives funding from external parties to administer programs. The Health Unit also receives funding from the Province of Ontario for specified purposes. The excess of funding over expenses is recognized as deferred revenue on the statement of financial position until such time as those funds and related expenses are settled.

Deferred revenue is comprised of the following:

	2018	2017
Programs funded by external parties Funding for specified purposes	\$ 178,348 86,427	\$ 67,823 64,766
Deferred revenue, end of year	\$ 264,775	\$ 132,589

A summary of the year's activity relating to those programs is as follows:

	2018	2017
Deferred revenue, beginning of year Funds received during the year Expenses incurred in the year	\$ 132,589 717,349 (585,163)	\$ 122,220 1,530,018 (1,519,649)
Deferred revenue, end of year	\$ 264,775	\$ 132,589

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Employee future benefits:

(a) Pension agreements:

The Health Unit makes contributions to OMERS on behalf of members of its staff. The plan is a multi-employer defined-benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets. The amount contributed to OMERS for current service for 2018 was \$1,219,003 (2017 - \$1,206,567) and is included in benefits expense on the statement of operations and accumulated deficit.

(b) Employee future benefits liabilities:

Employee future benefit liabilities recognized on the statement of financial position, are future liabilities of the Health Unit to its employees and retirees for benefits earned but not taken as at December 31, 2018. The employee future benefits liabilities consist of the following:

	2018	2017
Accrued vacation entitlements Post-retirement benefits Sick leave entitlements	\$ 295,153 917,965 1,197,022	\$ 286,190 918,548 1,167,525
	\$ 2,410,140	\$ 2,372,263

(i) Accrued vacation entitlements:

Accrued vacation entitlements consists of vacation entitlements that accumulate and employees would be entitled to cash payments equal to the value of their unused entitlement if they were to terminate their employment with the Health Unit. Carryforward of vacation entitlements from prior years is limited to 10 days and is consistent with the terms of the collective bargaining agreements. Total accrued vacation entitlements at December 31, 2018 are \$295,153 (2017 - \$286,190) and are included in employee future benefits liabilities on the statement of financial position.

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Employee future benefits (continued):

- (b) Employee future benefits liabilities (continued):
 - (ii) Post-retirement benefits:

The post-retirement benefit liability is based on an actuarial valuation performed by the Health Unit's actuaries. The date of the most recent actuarial valuation for the other post-retirement benefit plan is December 31, 2017, with results extrapolated to December 31, 2018. The significant actuarial assumptions adopted in estimating the Health Unit's liability are as follows:

Discount Rate 3.60% (2017 - 3.25%)

Health Care Trend Rate 6.65% (2017 - 6.65%) in 2019; decreasing by 0.45% per annum to 3.5%

Dental Care Trend Rate 3.50% (2017 - 3.5%)

Information about the Health Unit's future obligations with respect to these costs is as follows:

	2018	2017
Accrued benefit liability, beginning of year Current service cost Interest cost Benefits paid Amortization of actuarial losses	\$ 918,548 66,855 39,939 (131,331) 23,954	\$ 916,434 50,694 36,651 (90,738) 5,507
Accrued benefit liability, end of year	917,965	918,548
Unamortized net actuarial losses	268,845	342,541
Accrued benefit obligations, end of year	\$ 1,186,810	\$ 1,261,089

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Employee future benefits (continued):

- (b) Employee future benefits liabilities (continued):
 - (ii) Post retirement benefits (continued):

Benefit expense recorded in the statement of operations and accumulated deficit is as follows:

	2018	2017
Current service cost Interest cost Amortization of actuarial losses	\$ 66,855 39,939 23,954	\$ 50,694 36,651 5,507
Benefit expense	\$ 130,748	\$ 92,852

The approximate effect on the accrued benefit obligation if the health care and dental trend rate assumption was increased or decreased by 1% is as follows:

1% increase in discount rate	\$ 127,000
1% decrease in discount rate	(107,000)

(iii) Sick leave entitlements:

Included in employee future benefits liability on the statement of financial position is the liability for sick leave entitlements of \$1,197,022 (2017 - \$1,167,525). The Health Unit is bound by two collective bargaining agreements. The Canadian Union of Public Employees, Local 543.3 ("CUPE"), representing certain non-management employees and the Ontario Nurses Association ("ONA"), representing non-management nurses.

As it relates to the ONA sick leave plan, effective January 1, 2013, full-time employee are credited 12 sick days. These sick days do not accumulate from year-to-year. Upon separation from the Health Unit, ONA members will be entitled to be paid in cash one-half of the accumulated sick leave credit at their current wage rate up to a maximum of six months' salary. ONA member sick leave banks were frozen prior to January 1, 2013.

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Employee future benefits (continued):

- (b) Employee future benefits liabilities (continued):
 - (iii) Sick leave entitlements (continued):

On January 1st annually, CUPE members are credited 15 sick leave days. Unused days can be carried forward from year-to-year. In the latter part of 2015, the Health Unit negotiated changes to the sick leave plan for CUPE employees. Under the terms of the new collective bargaining agreement, the sick leave bank is capped at 150 days. One half of the bank was frozen at September 30, 2015 wage rates. The remaining one-half has no commuted cash value, and will remain in the members' sick bank for future use, if required. Of that frozen portion, one-half or \$382,214 was paid out in November of 2015 with the remainder to be paid out upon separation of those members from the Health Unit.

The sick leave liability is based on an actuarial valuation performed by the Health Unit's actuaries. The date of the most recent actuarial valuation for the sick leave liability is December 31, 2018. The significant actuarial assumptions adopted in estimating the Health Unit's liability are as follows:

Discount Rate 3.60% (2017 - 3.25%)

Information about the Health Unit's future obligations with respect to these costs is as follows:

	2018	2017
Accrued benefit liability, beginning of year Current service cost Interest cost Benefits paid Amortization of actuarial losses	\$ 1,167,525 97,516 38,466 (108,441)	\$ 1,138,378 92,407 39,659 (102,919)
Accrued benefit liability, end of year	1,955 1,197,021	1,167,525
Unamortized net actuarial losses (gains)	(443,626)	21,500
Accrued benefit obligations, end of year	\$ 753,395	\$ 1,189,025

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Employee future benefits (continued):

- (b) Employee future benefits liabilities (continued):
 - (iii) Sick leave entitlements (continued):

Benefit expense recorded in the statement of operations and accumulated deficit is as follows:

	2018	2017
Current service cost Interest cost Amortization of actuarial losses	\$ 97,516 38,466 1,955	\$ 92,407 39,659
Benefit expense	\$ 137,937	\$ 132,066

The approximate effect on the accrued benefit obligation if the discount rate assumption was increased or decreased by 1% is as follows:

1% increase in discount rate	\$ (52,000)
1% decrease in discount rate	60,000

Notes to Financial Statements (continued)

Year ended December 31, 2018

9. Tangible capital assets:

Cost	De	Balance at cember 31, 2017	Additions	Disposals	De	Balance at cember 31, 2018
Computer hardware Furniture and fixtures Telephone and security Medical equipment Leasehold improvements Vehicle	\$	898,316 587,421 262,408 580,787 1,243,253 20,351	\$ 47,747 14,605 8,929 82,606	\$ (119,231) - - (8,640) - -	\$	826,832 602,026 271,337 654,753 1,243,253 20,351
Total	\$	3,592,536	\$ 153,887	\$ (127,871)	\$	3,618,552

		Balance at					Balance at
Accumulated amortization	De	cember 31, 2017	Disposals	Ar	mortization expense	De	cember 31, 2018
Computer hardware Furniture and fixtures Telephone and security Medical equipment Leasehold improvements Vehicle	\$	716,620 378,702 199,492 431,973 882,398 4,070	\$ (119,231) - - (8,640) - -	\$	122,166 68,778 21,552 50,078 50,987 2,035	\$	719,555 447,480 221,044 473,411 933,385 6,105
Total	\$	2,613,255	\$ (127,871)	\$	315,596	\$	2,800,980

		Balance at	E	Balance at
Net book	Dec	ember 31,	Dece	ember 31,
value		2017		2018
Computer hardware	\$	181,696	\$	107,277
Furniture and fixtures	•	208,719	·	154,546
Telephone and security		62,916		50,293
Medical equipment		148,814		181,342
Leasehold improvements		360,855		309,868
Vehicle		16,281		14,246
Total	\$	979,281	\$	817,572

Notes to Financial Statements (continued)

Year ended December 31, 2018

9. Tangible capital assets (continued):

	De	Balance at cember 31,			De	Balance at cember 31,
Cost		2016	Additions	Disposals		2017
Computer hardware Furniture and fixtures Telephone and security Medical equipment Leasehold improvements Vehicle	\$	815,868 558,545 262,408 517,596 1,243,253 20,351	\$ 84,397 29,689 - 83,323 -	\$ 1,949 813 - 20,132 -	\$	898,316 587,421 262,408 580,787 1,243,253 20,351
Total	\$	3,418,021	\$ 197,409	\$ 22,894	\$	3,592,536

		Balance at					Balance at
Accumulated amortization	De	cember 31, 2016	Disposals	Ar	nortization expense	De	cember 31, 2017
Computer hardware Furniture and fixtures Telephone and security Medical equipment Leasehold improvements Vehicle	\$	562,727 304,859 169,912 414,119 710,670 2,035	\$ 1,949 813 - 20,132 - -	\$	155,842 74,656 29,580 37,986 171,728 2,035	\$	716,620 378,702 199,492 431,973 882,398 4,070
Total	\$	2,164,322	\$ 22,894	\$	471,827	\$	2,613,255

Net book value	De	Balance at cember 31, 2016	Balance at December 31, 2017
Computer hardware Furniture and fixtures Telephone and security Medical equipment Leasehold improvements Vehicle	\$	253,141 253,686 92,496 103,477 532,583 18,316	\$ 181,696 208,719 62,916 148,814 360,855 16,281
Total	\$	1,253,699	\$ 979,281

Amortization expense for 2018 was \$315,596 (2017 - \$471,827) is presented as amortization expense on the statement of operations and accumulated deficit as part of general program expenses. Total additions by funding source are as follows:

Notes to Financial Statements (continued)

Year ended December 31, 2018

9. Tangible capital assets (continued):

		2018		2017
Mandatory program funded to a maximum of 75%	\$	46,334	\$	91,009
Healthy Smiles Ontario	•	51,533	,	58,180
Enhanced Food Safety		4,606		21,619
Enhanced Safe Water		5,879		-
One-time funding:				
Healthy Growth/School Health – Vision Screening		45,535		-
Vaccine Storage and Handling		-		26,601
	\$	153,887	\$	197,409

10. Accumulated deficit:

Accumulated deficit consists of individual fund balances and reserves as follows:

	2018	2017
Deficit:		
Invested in tangible capital assets	\$ 817,572	\$ 979,281
Other	171,605	189,087
Amounts to be recovered in future years:		
Employee future benefit liabilities	(2,410,140)	(2,372,263)
Total deficit	(1,420,963)	(1,203,895)
Reserves:		
Employee benefits	182,227	181,065
Septic	49,953	46,235
Heart Health	-	12,867
Total reserves	232,180	240,167
	\$ (1,188,783)	\$ (963,728)

11. Operating line of credit:

The Health Unit has available an operating line of credit of \$750,000 with TD Canada Trust. The line of credit bears interest at the bank's prime rate and is unsecured. No amount is outstanding at December 31, 2018 (2017 - \$nil).

Notes to Financial Statements (continued)

Year ended December 31, 2018

12. Commitments:

The future minimum lease payments for operating leases on equipment over the next five years are as follows:

Years	Annual payments
2019	\$ 61,056
2020	61,354
2021	49,826
2022	31,869
2023	16,665

The Health Unit entered into a lease agreement for its building located at 1005 Ouellette Avenue, Windsor, Ontario, over a period of twenty-six years commencing January 1, 1993. During 2016, the Health Unit entered into a lease extension for an additional five-year period commencing January 1, 2019 to December 31, 2023 with the option to terminate the lease during that time with a six-month notice period. The annual lease payments over the remaining term of the lease on a calendar year basis are as follows:

Years	Annual payment
2019 to 2023	\$ 533,312

Total lease payments for the remaining term amount to \$2,666,560. In addition, the Health Unit is responsible for insurance premiums, routine maintenance, property taxes and utilities in connection with the leased premises.

In November of 2015, the Health Unit entered into an operating lease for space at 33 Princess Street, Learnington, Ontario. The commencement date of this lease is April 1, 2016. The term of the lease is for a twenty-year period and will mature on March 31, 2036, or earlier, in the event certain early termination clauses are exercised. Lease payments over the life of the lease on a calendar year basis are as follows:

Years	Annual payment	Total payment	
2019 to 2021 2022 to 2026 2027 to 2031 2032 to 2036	\$ 94,241 106,021 117,801 129,581	\$ 282,722 530,105 589,005 647,906	
		\$ 2,049,738	

Notes to Financial Statements (continued)

Year ended December 31, 2018

12. Commitments (continued):

The Health Unit has an operating lease agreement for space located on the first floor of the Essex Civic and Education Centre ("Civic Centre") at 360 Fairview West, Essex, Ontario. The commencement date of the lease is December 1, 2017. The term of the lease is for six-year period and will mature on December 31, 2023. After December 31, 2019, either party have the option to terminate the lease with one-year advanced notice. Lease payments over the life of the lease on a calendar year basis are as follows:

Years	Annual payment
2019	\$ 86,346
2020	88,505
2021	90,717
2022	92,985
2023	95,310

The Health Unit leases parking lot space near the main office on a renewable annual term with annual lease payments as follows:

Years	Annual payment
2019	\$ 90,936
2020	90,936
2021	97,080
2022	97,080
2023	97,080

13. Contingencies:

The Health Unit is periodically subject to claims or grievances. In the opinion of management, the ultimate resolution of any current claims or grievances would not have a material effect on the financial position or results of operations of the Health Unit.

Notes to Financial Statements (continued)

Year ended December 31, 2018

14. One-time funding:

One-time funding of \$611,010 from the Ministry of Health and Long-Term Care was expended on the following projects in 2018:

	Revenue	Expenses
Approval for period April 1, 2017 to March 31, 2018:		
Mandatory Programs:		
Potassium Iodide Distribution Program	161,065	161,065
Needle Exchange Program Initiative	39,333	39,333
Smoke-Free Ontario Strategy – Expanded Cessation	00,000	00,000
Program	30,000	30,000
· ·	,	,
Approval for period April 1, 2018 to March 31, 2019:		
Mandatory Programs:		
Potassium Iodide Distribution Program	90,463	90,463
Public Disclosure System	10,380	10,380
Panorama	33,856	33,856
Immunization of School Pupils Act	5,000	5,000
Vaccine Storage and Handling	874	874
Public Health Inspection Practicum Program	20,000	20,000
Vector-Borne Diseases Program: Enhanced Mosquito		
Surveillance	46,700	46,700
Needle Exchange Program Initiative	10,100	10,100
Healthy Growth/School Health: Vision Screening Tools	45,535	-
Smoke-Free Ontario Strategy – Cannabis Enforcement	37,647	37,647
Capital:		
Windsor Office Project	80,057	80,057
	\$ 611,010	\$ 565,475

Of total expenses related to the one-time funding, \$45,535, were recognized as tangible capital assets on the statement of financial position. Refer to note 9 for asset details by project.

Notes to Financial Statements (continued)

Year ended December 31, 2018

14. One-time funding (continued):

One-time funding of \$312,998 from the Ministry of Health and Long-Term Care was expended on the following projects in 2018:

	Revenue	Expenses
Approval for period April 1, 2016 to March 31, 2017:		
Designated Heat Harmonization Lead	\$ 11,379	\$ 11,379
Panorama	25,782	25,782
Smoke-Free Ontario Strategy – Expanded Cessation Program	30,000	30,000
Approval for period January 1, 2017 to December 31, 2017:		
Immunization of School Pupils Act	6,058	6,058
Human Papillomavirus Program	25,100	25,100
Approval for period April 1, 2017 to March 31, 2018: Mandatory Programs:		
Enhanced Beach Surveillance	7,500	7,500
Potassium Iodide Distribution Program	68,001	68,001
Healthy Menu Choices Act, 2015 - Enforcement	16,500	16,500
Panorama	19,840	19,840
Immunization of School Pupils Act	45,000	45,000
Vaccine Storage and Handling	27,438	837
Public Health Inspection Practicum Program	10,000	10,000
Vector-Borne Diseases Program: Enhanced Mosquito		
Surveillance	20,400	20,400
	\$ 312,998	\$ 286,397

Of total expenses related to the one-time funding, \$26,601, were recognized as tangible capital assets on the statement of financial position. Refer to note 9 for asset details by project.

Notes to Financial Statements (continued)

Year ended December 31, 2018

15. Heath Unit expenses:

The statement of operations and accumulated deficit presents expenses for the Health Unit by function. The following is a summary of expenses by object.

	2018	2017
Salaries and benefits	\$ 18,541,359	\$ 17,922,876
Amortization	315,596	471.827
Financial expenses	16,666	18,325
Purchased services	450,496	505,930
Rental	130,403	154,836
Supplies and other	1,817,319	1,508,606
Occupancy costs	1,530,182	1,526,734
	\$ 22,802,021	\$ 22,109,134
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Schedule of Other Funding

Schedule 1

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Healthy Smiles Ontario Program	\$ 1,529,700	\$ 1,413,288
Infectious diseases control initiative	461,700	461,700
Harm reduction program enchancement	250,000	225,300
Social Determinants of Health nurses initiative	180,500	180,500
Chief Nursing Officer initiative	121,500	121,500
Infection prevention and control nurses initiative	90,100	54,178
Enhanced food safety - Haines initiative	50,662	53,800
Enhanced safe water initiative	16,783	32,900
Needle exchange program initiative	63,000	55,000
Smoke-Free Ontario Strategy	571,167	535,397
Electronic Cigarettes Act	55,400	55,400
AMOH/MOH compensation initiative	5,000	5,000
West Nile program	96,600	105,491
Small drinking water systems program	6,635	10,300
One-time funding (note 14)	611,010	312,998
Other	-	33,235
	\$ 4,109,757	\$ 3,655,987

Schedule of General Program Expenses

Schedule 2

Year ended December 31, 2018, with comparative information for 2017

		2018		2017
Advertising, publications and subscriptions	\$	6,181	\$	7,499
Amortization (note 9)	•	315,596	•	471,827
Bank charges		16,666		18,325
Benefits		3,227,979		3,110,673
Directors' fees		13,479		12,362
Vehicle expenses		770		1,444
Legal and audit		137,094		98,044
Maintenance		105,061		105,099
Memberships		35,439		38,607
Mileage		176,687		163,905
Office equipment rentals (note 12)		130,403		154,836
Office supplies		32,583		43,468
Parking		83,570		70,519
Postage and freight		31,210		17,644
Professional development		70,572		89,998
Program supplies		549,971		665,462
Purchased services		138,823		127,373
Rent (note 12)		788,276		769,648
Salaries		12,289,050		11,940,383
Security		15,893		23,525
Taxes and insurance		290,947		291,926
Telephone		109,190		125,206
Travel		19,331		29,443
Utilities		137,245		140,809
	\$	18,722,016	\$	18,518,025

Schedule of Expenses for Other Funding

Schedule 3

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Healthy Smiles Ontario Program	\$ 1,478,166	\$ 1,355,108
Infectious diseases control initiative	461,700	461,700
Harm reduction program enchancement	250,000	225,300
Social Determinants of Health nurses initiative	180,500	180,500
Chief Nursing Officer initiative	121,500	121,500
Infection prevention and control nurses initiative	90,100	54,178
Enhanced food safety - Haines initiative	46,056	32,181
Enhanced safe water initiative	10,904	32,900
Needle exchange program initiative	63,000	55,000
Smoke-Free Ontario Strategy	571,167	580,689
Electronic Cigarettes Act	55,400	55,400
AMOH/MOH compensation initiative	5,000	5,000
West Nile program	171,157	96,600
Small drinking water systems program	8,847	13,733
One-time funding (note 14)	565,475	286,397
Other	, -	33,235
Septic	1,033	1,688
	\$ 4,080,005	\$ 3,591,109